

Contractor Status Report.

Doc -

Project title:		Date prepared :
Vendor :		
Contract nr. :		

1.- Overall status of collaboration. Procurement Performance Review.

2.- Scope performance this reporting period.

- Describe progress on scope made during this reporting period.

3.- Quality performance this reporting period.

- Identify any quality or performance reviews.

4.- Schedule performance this reporting period.

- Describe whether the contract is on schedule.
- If ahead or behind, identify the cause of the variance.

5.- Cost performance this reporting period.

- Describe whether the contract is on budget.
- If over or under budget, identify the cause of the variance.

6.- Forecast performance this reporting period.

- Discuss the estimated delivery date and final cost of the contract.
- If the contract is a FIXED PRICE, do not enter cost forecasts.

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7.- Claims or Disputes.

- Identify any new or resolved disputes or claims that have occurred during the current reporting people.

8.- Risks.

- List any risks.
- Risks should also be in the Risk Register.

9.- Planned Corrective or Preventive Action.

- Identify planned corrective or preventive actions necessary to recover schedule, cost, scope, or quality variances.

10.- Issues.

- Identify any new issues that have arisen.
- These should also be entered in the Issue Log.

11.- Comments.

- Add any comments that will add relevance to the report.